



**DEPARTMENT OF THE ARMY**  
HEADQUARTERS, JOINT READINESS TRAINING CENTER AND FORT POLK  
6661 WARRIOR TRAIL, BUILDING 350  
FORT POLK, LOUISIANA 71459-5339

REPLY TO  
ATTENTION OF:

AFZX-CSM

JUL 20 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy Memorandum CSM-03 – Fort Polk Work Week for Military Personnel, Change 1

1. Applicability. This policy applies to all Fort Polk Soldiers and leaders.
2. Policy. In order to add predictability to training calendars and more efficiently use time and resources, the Fort Polk work week will more effectively integrate two competing demands: training time and leisure time.
  - a. Units will conduct physical training five days a week to ensure our Soldiers and leaders achieve and maintain combat readiness.
  - b. The last day of the work week will be designated Sergeant's Time and will allow for NCOs to train their subordinates. When Friday is a training holiday, for example, Sergeant's Time Training will move to Thursday.
    - (1) Noncommissioned officers will conduct Sergeant's Time Training on the last duty day of the week from 0900 to 1500 on individual and collective tasks to achieve proficiency in the unit's Mission Essential Task List (METL). Leaders are encouraged to eat lunch with their squads, crews, or platoons in the field, in the dining facility, or with a "brown bag" at the training site.
    - (2) At 1500, units will regroup. At this time, leaders will conduct administrative meetings, issue safety briefings, and disseminate information. Buddy teams and smalls units will huddle and ensure all personnel have good situational awareness for the weekend and know what is expected the following week.
    - (3) At 1600, units will conduct retreat formations. Following these formations, every unit will release their Soldiers. There will be no last-minute meetings or calls to duty.
    - (4) Post agencies providing services to our Soldiers, such as finance, legal, and PSB, will remain open for business, with minimum staffing during Sergeant's Time Training. This will allow for both continued service to Soldiers and opportunity for those agencies to conduct Sergeant's Time Training.


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(5) MEDDAC and DENTAC commanders have the authority to adjust participation in Sergeant's Time Training in order to ensure continued services.

c. During block leave and during training holidays, the major subordinate commands (MSCs) will conduct release and recall formations. The release formation will be conducted at 0600 the first day of block leave or the first day of the training holiday. The recall formation will be conducted at 1500 the day following the last day of block leave or the day following the last day of the training holiday. Because of ongoing operations at the hospital, MEDDAC is exempt from 100% compliance with these standards, but must adhere to them as operations permit.

3. Expiration. This Fort Polk command policy memorandum will remain in effect until superseded or rescinded.

  
MICHAEL D. BARBERO  
Brigadier General, USA  
Commanding

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